

**MINUTES OF THE MEETING OF THE
WALTHAMSTOW SCHOOL FOR GIRLS GOVERNING BODY
HELD ON TUESDAY 10TH OCTOBER
AT 6:30PM
AT THE SCHOOL AND VIA TEAMS**

Present: Gillian Barker, GBA (Chair) Co-opted Governor

Hannah Cheston, HCH Co-opted Governors
Lucy Hutchinson, LHU
Andrea Corbett, ACO
Michael Lerpiniere, MLE

Helen Marriott, HMA Headteacher

Aktar Beg, ABE Local Authority Governor

Pete Saunders, PSA Parent Governors
Edyta Ballantyne, EBA

Tatiana Cassango, TCA Staff Governor

Clerk to the Governors: Kathryn Protsiv

Also present: Nick O'Brien, NBR, Deputy Headteacher
Rachel Futo, RAF Deputy Headteacher
Christiana Oshodi Teacher (Observer)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1	To record ACO and GBA as Co-chairs of the Governing Body for the Autumn Term 2023	Governor Services	Immediate
3.1	To agree the appointment of a Chair, or Co-chairs, for the Spring and Summer Terms 2024	All	Next FGB Meeting
3.2	To record SUR as Vice-Chair of the Governing Body	Governor Services	Immediate
4.1	Action: Governor Services to record new Parent Governor	Governor Services/ GBA	Immediate
4.1	To complete DBS check for new Parent Governor and GBA to confirm if Marlene Service's DBS requires renewal.	Governor Services/ GBA	Immediate
4.2	Governors to complete diversity questions on GovernorHub profiles	All	Two weeks: 24 Oct

5.2	GBA to email Gerry Kemble re maternity policy	GBA	Immediate
6.1	To look at ethnicity data in depth at the next curriculum committee meeting, on an individual pupil basis	Curriculum Committee	Next meeting: 7 Nov
6.1	Curriculum Committee to re-visit GCSE data headlines following validation	Curriculum Committee	Next meeting
7.1	HMA to confirm threshold for staff KCSIE training reviews	HMA	Next FGB
7.1	GBA to email HMA regarding filtering and monitoring (KCSIE)	GBA	Immediate
7.2	Governors yet to complete KCSIE training to attend zoom 'Safeguarding for Governors' on 31 st October at 6pm with Governor Services.	All	31 st October
7.2	Governors completing KCSIE training in other school settings to forward Certificates to GBA, if not attending Governor Services training online.	All	Immediate
9	Action: All governors to check they have signed the updated Code on GovernorHub	All	Immediate
10	Governors to complete the provided skills analysis profile questions on GovernorHub	All	Two weeks: 24 Oct
12	GBA to confirm membership of HT Performance Management Committee	GBA	Two weeks
12	ACO to request a recording/ slides of the 12 th October GS training on HT Performance Management	ACO	Immediate
13.2	English and Maths Link Governor roles to be followed up by email	GBA	Two weeks: 24 Oct
15.1	To add the British Values Policy to the review cycle and check that no other policies are missing.	HMA	Immediate
16	To move the Asset Register Review to the December FGB agenda.	Governor Services	Next Meeting
	Agreements/ Policies Ratified: <ul style="list-style-type: none"> Monitoring and Evaluation Cycle Governing Body Code of Practice (updated) Annual Cycle of Work Committee Terms of Reference (All) Policy Review Cycle External Visitors Policy Exams Policy Committee Membership New governor-specific responsibility roles Link Governor roles 		
	Date of next meeting: <ul style="list-style-type: none"> Curriculum Committee, Tuesday 7th November 2023 Resources Committee, Tuesday 14th November 2023 	All /GS	Immediate

	<ul style="list-style-type: none"> • Full Governing Body, Tuesday 5th December 2023 • Pay Committee, Tuesday 12th December 2023 		
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1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting, and introductions were made for RFU.
- 1.2 Apologies for absence are to be confirmed by the chair for Marlene Service (MSE) and Rukaiya Moola (RMO).
Apologies for absence were received and accepted for Sami Urrehman (SUR) and Mari Paz Balibrea (MPB).
- 1.3 The Clerk confirmed the meeting was quorate.

2. DECLARATIONS OF INTEREST

- 2.1 Governors confirmed receipt of the register of interests. Five governors were not recorded as having completed declarations on the recent GovernorHub download, but it was acknowledged they may have since completed their declarations. Governors were asked to check their profiles individually.
- 2.2 There were no declarations made pertaining to any of the items in this meeting, though staff present noted their interests in the items.

3. APPOINTMENT OF OFFICERS

- 3.1 The Clerk welcomed nominations for the position of Chair of the Governing Body for the 2023/2024 academic year, up to the first meeting of the Governing Body in autumn 2023. HMA stated that GBA has previously asked if anyone is able to step up to the role and noted Co-Chairs may wish to share the demands of the role.
ACO enquired if there was training for the role. The Clerk confirmed that GovernorHub has 'Taking the Chair' training available for new Chairs and GBA offered in addition to provide coaching. GBA has previously coached new Chairs of other LBWF school's governing bodies. ACO self-nominated for the role of Co-Chair, which was welcomed by all.
All agreed ACO and GBA would co-chair the governing body this term, and review the co-chairing arrangement at the December FGB.
GBA agreed to continue as chair of this meeting.

ACO and GBA were unanimously elected as Co-Chairs of the Body for the 2023 Autumn Term.

Action: To record ACO and GBA as Co-Chairs of the Governing Body for the Autumn Term 2023

Action: To agree the appointment of a Chair, or Co-Chairs, for the Spring and Summer Terms 2024

- 3.2 The Clerk welcomed nominations for the position of Vice-Chair of the Governing Body for the academic year 2023/2024.
GBA nominated Sami Urrehman (SUR), who had communicated prior to the meeting that he was willing to continue in the role. SUR was unanimously elected as Vice-Chair of the

Governing Body for the 2023/2024 academic year; up to the first meeting of the Governing Body in autumn 2024.

Action: To record SUR as Vice-Chair of the Governing Body

4. GOVERNING BODY

- 4.1 The vacancy of Parent Governor was filled in the week prior to this meeting, following an election. No governors were due to end their terms before the spring term.

Action: Governor Services to record new Parent Governor

- 6.3 No disqualifications were considered.

- 6.3 GBA reported she had just completed the renewal of her DBS. Also MPB.

Action: School to complete DBS check for new Parent Governor and GBA to confirm if Marlene Service's DBS requires renewal.

- 4.4 Governors were asked to update the diversity questions on their GovernorHub profiles, if they had not yet done so.

Action: Governors to complete diversity questions on GovernorHub profiles

5. MINUTES

- 5.1 Governors received the minutes of the meeting held on 11th July 2023 and agreed these to be an accurate record of the meeting. GBA agreed to sign a copy of the minutes on GovernorHub.

- 5.2 There were no matters arising.

GBA noted though, regarding item 15.8, the school has emailed the LA about the language of the maternity policy but they are yet to receive a reply. GBA will send a follow up email and copy Lucy Hutchinson (LHU) in, to offer support with updating the policy.

Action: GBA to email Gerry Kemble

6. SCHOOL ITEMS

- 6.1 NBR shared GCSE data from the school's 4Matrix software. The school is still waiting for confirmed data and this unvalidated DfE data is still subject to potential changes, as more schools' data is collated. Last year's Year 11 cohort had COVID-related disruption to their KS3 schooling, but an uninterrupted KS4 education. There have been adjustments to grade boundaries this year to make these closer to those of 2019. NBR shared key headlines:

- P8 and A8 have improved
- EM 5+ and 4+ have improved
- P8 has been updated to 0.79 for the most recent data available, the highest in the school's history
- P8 is high for both lower and middle prior attainers, at 0.84 and 0.92 respectively
- P8 is positive at 0.06 for higher prior attainers, though school aware this is an area for improvement.

HMA thanked all staff for their work in achieving these results. GBA noted the results were particularly impressive in light of the tougher grade boundaries of last summer.

SEND P8 was -0.70, but 0.80 without two outliers. NBR provided context that these students had not attended the school in person due to their complex needs, however they are now

beginning to engage with post-16 provision which is positive for their futures. A strong case was provided to the DfE to disapply the students, to ensure the accuracy of the data.

Ethnicity data was reported to governors (unvalidated, internal):

Ethnicity	Results
Overall	0.63
Pakistani (44)	0.85
WBR (39)	0.28
WEE (9)	0.99
BCA (6)	-0.10
W&BCA (7)	0.58
EAL	1.12

Action: To look at ethnicity data in depth at the next curriculum committee meeting, on an individual pupil basis

Congratulations were offered to the Maths department; their curriculum development work has seen positive improvements in attainment and narrowed the gap with English progress.

Subject results were shared, with the high progress in French noted. Latin has seen a positive data shift since the employment of a subject specialist.

This summer a universal downgrading of Art has been reported by schools. Last Friday, Art was re-moderated for the entire cohort of around 70 children. This could result in a significant change to the current data.

Q: Is Economics being removed from the curriculum?

A: Students will sit the examination at GCSE in summer 2024, after which it will be replaced with the new course, Business Studies., However, we will continue with the same rigorous analysis of the curriculum and data as in other subjects whilst we are teaching the subject.

Q: Are there re-marks planned for other subjects, such as PE or Computer Science?

A: HMA explained the process for identification of papers for re-marking, explaining teachers are now able to download scripts for free and assess marking. Maths was offered as an example; 14 children have had their papers submitted for re-marking following staff analysis of their papers.

7:18pm Pete Saunders joined the meeting on Teams, following technical difficulties.

Action: Curriculum Committee to re-visit GCSE data headlines following data validation.

6.2 HMA shared the SIP 2022-23 final update, noting key highlights:

- Safeguarding: the positive impact of student voice and the summary of the external review.
- Development of school vision and values: further embedding, including through posters and manifestations displayed in key areas around the school.
- Area SIPs: staff are providing more accurate baselines and are planning success criteria with more precise outcomes, thereby helping them to analyse outcomes with greater precision.

- Governor Day showed improved governor confidence in respect of their knowledge of the SEF.

Q: What will happen for impacts highlighted red or yellow still?

A: They will feed into this year's SIP.

GBA thanked HMA for her update.

- 6.3 The Monitoring and Evaluation Cycle 2023-2024 is shared on GovernorHub to give Governors an overview of how the cycle feeds into the Governing Body's cycle of meetings.

7. KEEPING CHILDREN SAFE IN EDUCATION 2023

- 7.1 The Governing Body received a PowerPoint presentation summarising how the school is compliant with the latest guidance. All staff to review their KCSIE training one month post training to ensure good understanding. This will be completed by Friday 13th October.

Q: Is the training review anonymous, and is there a threshold for retraining?

A: This will be planned as part of the training.

Action: HMA to confirm threshold for KCSIE training review.

GBA noted the first slide omitted governors' role in reviewing filtering and monitoring, as part of the DfE's standard, a new requirement.

Action: GBA to email HMA regarding filtering and monitoring (KCSIE).

- 7.2 Three Governors completed KCSIE training on 25th September.

Action: Governors yet to complete KCSIE training to attend zoom 'Safeguarding for Governors' on 31st October at 6pm with Governor Services.

Action: Governors completing KCSIE training in other school settings to forward Certificates to GBA, if not attending Governor Services training online.

8. CHAIR'S ACTION

None

9. GOVERNING BODY CODE OF PRACTICE

GBA shared the updated Governing Body Code of Practice for adoption this academic year, based on the NGA Model Policy.

All highlighted changes were shared. All present agreed to ratify the Code.

Action: All governors to check they have signed the updated Code on GovernorHub

10. SKILLS ANALYSIS

Action: Governors are asked to complete the provided skills analysis document on GovernorHub if not yet completed

11. GOVERNING BODY ANNUAL CYCLE

GBA presented the draft annual cycle of business for 2023-24. The list of policies is not exhaustive and will be updated during the year as required.

There was a discussion about the bid for redesignation of the Teaching School Hub and the funding received. The bid will be submitted by the 20th of October.

The work plan was agreed.

12. GOVERNING BODY COMMITTEES

- Governor Discipline: Governors agreed that the whole governing body would form a pool from which 3 governors may be drawn to consider pupil exclusions, Staff Discipline, Grievance and Dismissal Appeals. The staff governor would not be required to participate
- Curriculum:
MPB, EBA, ACO, LHU, HCH, MSE, HMA
- Resources:
GBA, ABE, RMO, SUR, PSA, HMA, TCA, MLE
- Pay (Statutory to meet once per year):
LHU, SUR, RMO, HCH, MLE
- Headteacher's Performance Management (Review to be completed by 31-12-2023):
ACO, EBA, MPB, PSA

Action: GBA to confirm membership of HT Performance Management Committee

Action: ACO to request a recording/ slides of the 12th October training on HT Performance Management

12.1.1 Governors agreed committees' Terms of Reference:

- Curriculum
- Resources
- Pay (Statutory to meet once per year)
- Headteacher's Performance Management Panel

The ToRs for Curriculum, Resources and Pay to be reviewed by the relevant committee this term and any proposed changes brought back to the FGB on 5 December.

13. LINK GOVERNORS

13.1 Governors with specific responsibilities:

Curriculum: HCH
Pedagogy for Achievement and Progress: HCH
Leadership: ACO
Staff and Student Wellbeing: TCA
Careers Info and Guidance: SUR
Disadvantaged Pupils & Equalities (Inc. EMA): LHU
Health and Safety: MLE
RSE/ PSHE: PSA
Safeguarding (Inc. LAC): EBA

13.2 Governors with faculty link roles:

ADT: PSA
Humanities: EBA
ICT: SUR
LLD (Inc. SEND): RMO
MFL: MPB
PFA: MLE
Science: LHU

Action: English and Maths link roles to be followed up with emails by GBA to those governors without links

- 13.3 Two 2-week blocks have been allocated for governor visits, weeks commencing 6th and 13th November and w/c 4th and 11th March. Nicola will contact governors for their availability, then schedule dates.

HMA requested, to support staff well-being and ensure strategic effectiveness, governors only use the provided Pro forma questions, circulated in advance, for their reports.

It was agreed that faculty link visits would take place this term, with SIP and other responsibility visits in the spring term 2024.

- 13.4 Questions were invited for SUR's Equalities report. MPH had provided a detailed report for SUR when they met. The progress achieved over the year had been considerable and had been noted for governors' attention.

14. GOVERNORS' TRAINING

The training log on GovernorHub was confirmed as correct. It was noted that a number of governors had already booked or attended courses this academic year. The LADO safeguarding training on 31st October was highlighted.

15. SCHOOL POLICIES

- 15.1 The updated policy review cycle for 2023-24 was shared and **agreed**.

Action: To add the British Values Policy to the review cycle and check that no other policies are missing.

- 15.2 The External Visitors policy, adapted from a Willowfield School policy, was shared. The definition of 'visitor' was clarified as being someone booked to interact with students.

The policy was **ratified**.

- 15.3 The Exams policy has been updated with JCQ updates. The policy was **agreed**.

16. REVIEW OF ASSET REGISTER AND ASSET DISPOSALS

GBA reported that SUR and RJA were in the process of fixing a date for the review.

Action: To move the Asset Register Review to the December FGB agenda.

17. DATES AND AGENDA ITEMS FOR THE CURRENT ACADEMIC YEAR

The full schedule of agreed Governing Body meeting dates for 2023-24 was agreed and is available on GovernorHub.

Autumn 2023

Dates of next meetings:

- Curriculum Committee, Tuesday 7th November 2023
- Resources Committee, Tuesday 14th November 2023
- Full Governing Body, Tuesday 5th December 2023
- Pay Committee, Tuesday 12th December 2023

The meeting ended at 8:33pm